Senior Leadership Team – minutes

23 September 2019

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

Apologies for absence were received from Emma Bate, James Moss and Amanda Williams.

2. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were approved as an accurate record.

Actions and decisions

Chris Braithwaite provided updates on the outstanding actions since circulate of the agenda.

3. Equality and Diversity Network Group – programme of activities

Issue

SLT discussed the proposed programme of activities for the equality and diversity network groups, along with considering the resources required to deliver this.

SLT agreed that the recent work on equality and diversity had generated a lot of enthusiasm from staff throughout the organisation and it was important that this enthusiasm was harnessed. Suzanne Gordon explained the resources which were in place to support this work in the next six months, and SLT discussed resourcing options following that. SLT agreed that it was important that sufficient resources were in place to support equality and diversity work in 2020/21 onwards to maintain the momentum which had been generated.

Decision

SLT supported option 1 set out in the report, in principle. However, SLT agreed that this needed to be considered in the context of other resourcing decisions.

4. Service alignment update

SLT discussed the implementation of service alignment, following many of staff moves taking place over the summer. No specific decisions were taken.

5. Building the ICO relationship management service

Issue

Gill Bull and Meagan Mirza made a presentation setting out the next stages of implementation for the relationship management service. Gill Bull confirmed that the core role of the service would be to focus on the management of relationships that presented supervisory risk, not the management of all of the ICO's wider stakeholder relationships. For some organisations (such as the Home Office) the relationship as a whole would be managed by the Parliament and Government Affairs team, but the relationship management service would be responsible for the co-ordination of aspects of that relationship relating to regulatory risk.

Gill Bull explained that for the new approaches to work effectively, the whole of ICO needed to adopt a common approach to management of stakeholders, including common approaches to contact details, records of meetings and organisational profiles.

SLT noted that the successful delivery of the service would require appropriate use of IT systems. Mike Fitzgerald explained that he was currently exploring this in relation to managing interactions with SMEs, and similar approaches could be used by the relationship management service.

Meagan Mirza explained that the next steps would be to work with Department Heads and Group Managers throughout the organisation to explain the new service and required ways of working. This would take place over the next two months. This would include knowabouts for all staff in October.

Actions

Mike Fitzgerald to discuss options for ICT systems for the relationship management service with Gill Bull and Meagan Mirza.
Due date: 29/10/19

6. SLT structure and governance

SLT agreed that a discussion on SLT structure and governance should take place following this meeting.

7. Any other business

There were no items of other business.

Attendance

Members

Jonathan Bamford	Director of Regulatory Strategy (Domestic)
Gill Bull	Director of FOI Complaints and Compliance
Louise Byers	Director of Corporate Affairs and Governance
James Dipple-Johnstone	Deputy Commissioner (Regulatory Supervision) (for item 6)
Steve Eckersley	Director of Investigations and Intelligence
Mike Fitzgerald	Director of Digital, IT and Customer Services
Suzanne Gordon	Director of Public Advice and Data Protection Complaints Service
Andrew Hubert (Chair)	Director of Resources
Ian Hulme	Director of Regulatory Assurance
Simon McDougall	Executive Director – Technology and Innovation
Andrew White	Director of High Profile Investigations and Intelligence
Steve Wood	Deputy Commissioner (Regulatory Strategy)

Attendees

Tim Bowden	Acting Head of Corporate Communications
Su Bansal	Group Manager – Internal Communications
Meagan Mirza	Group Manager – Relationship Management Service (for item 6)

Secretariat

Chris Braithwaite	Senior Corporate Governance Manager